

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>EMER</u></b>	<b><u>EMERGENCY, DISASTER PLANNING/COOP</u></b>		
PPR 1	EMER – 1	<p>Emergency Planning Correspondence</p> <p>Correspondence and Reports. Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when 2 years old.</p>	GRS 18, Item 26
	EMER – 2	<p>Emergency Planning and Operations Case Files</p> <p>Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files. Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and exports EXCLUDING consolidated and comprehensive reports.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 3 years after issuance of a new plan or directive.</p>	GRS 18, Items 27 and 28
	EMER – 3	<p>National Defense Executive Reserve Case Files</p> <p>Correspondence, Reports, Qualifications Statements, Skills Inventory, Training Data.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 5 years after termination from the NDER program.</p>	GRS 18, Item 29